

Memo

To: West Lafayette Board of Works

From: WWTU Director Dave Henderson

Date: October 8, 2015

Re: Hire – Erica Cundiff, Accounting II, WWTU Billing Office

I am requesting approval to hire Erica S. Cundiff for the position of Accounting II in the WWTU Billing Office at a biweekly salary of \$1,499.11, effective October 13, 2015. The position reports to Clerk-Treasurer Rhodes. This position will provide additional support to the new utility billing system.

Ms. Cundiff has a B.A. in Business with specialization in accounting and has a background in banking and Army military service. Ms. Cundiff has been working in the WWTU Office as a temporary employee, and has done excellent work.